

Come work at CDSS where . . .

People come First!

ADULT PROGRAMS DIVISION

HAS AN IMMEDIATE OPENING FOR THE POSITION OF
Chief of Fiscal, Systems and Quality Assurance Branch



STAFF SERVICES MANAGER III

EMPLOYMENT OPPORTUNITY

Looking to use your creative side and build something new and exciting? Do we have the job for you! The Adult Programs Division (APD) has formed a new Branch, which is comprised of the In Home Supportive Services (IHSS) Case Management Information and Payrolling Systems, IHSS Quality Assurance Programs, IHSS Program Integrity Reforms, IHSS Public Authority Oversight and APD administrative activities. We are seeking an individual to provide leadership and direction, someone willing to take on a new challenge, who can think outside the box to help keep staff motivated.

Under the direction and supervision of the Adult Programs Division Deputy Director (CEA IV), the Staff Services Manager III (SSM III) would serve as the Chief of the Fiscal, Systems and Quality Assurance Branch (FSQAB). The FSQAB Chief directly supervises two SSMII's who manage six SSM I's, approximately 36 AGPA/SSA's and two office technicians. If you are looking to start on a new journey with a great group of people, look no further.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to cathi.taylor@dss.ca.gov. Applications will be evaluated based on eligibility and desired qualifications. All appointments are subject to SROA/Surplus provisions.

- **Duties for this position are contingent on approval of the APD Reorganization Plan**

Final File Date: July 16, 2010

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Cathi Taylor
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 fax 916-229-3155



**ADULT PROGRAM DIVISION
CHIEF, FISCAL, SYSTEMS AND QUALITY ASSURANCE BRANCH (FSQAB)**

**SSM III
DUTY STATEMENT**

Under the direction of the Deputy Director, Adult Programs Division (APD), the Staff Services Manager III (SSM III) will manage, plan, organize, and direct the implementation of procedures for the management and operations of the In Home Supportive Services (IHSS) Case Management, Information, and Payrolling System (CMIPS); IHSS Quality Assurance (QA) program and the IHSS Program Integrity Reforms; the IHSS Public Authority Rate process and oversight; APD contracts, APD personnel and all other APD administrative functions of the Division. Decisions made by the SSM III can impact over 460,000 recipients of the IHSS services and over 360,000 IHSS Providers. This position oversees the local administration of the IHSS Quality Assurance/Program Integrity efforts, CMIPS I and the completion of the testing and implementation phases of CMIPS II and Public Authority (PA) rate process and oversight to the 58 counties, 56 PA/Non Profit Consortiums (NPC's) and is accountable for program performance to the Deputy Director, APD.

SPECIFIC DUTIES - *THESE DUTIES ARE CONTINGENT UPON APPROVAL OF THE APD REORGANIZATION PLAN

- 40%** Plan, organize and develop procedures to manage the activities of the Fiscal, Systems and QA Branch including:
1. Design, develop, implement and articulate program procedures based on regulations and instructional materials.
 2. Ensure statewide program and policy compliance with regulations, policies and procedures.
 3. Plan and execute program CMIPS case management functions, funding flow and control of funds due to the Daily Payroll of IHSS Providers, reporting of Payroll taxes; and all matters concerning the PA's and NPC fiscal issues and other third party contractors.
 4. Develop and maintain program procedures that impact the operation of the statewide CMIPS and CMIPS II. This includes contract oversight of CMIPS and all work related to CMIPS II, Office of Systems Integration and vendors.
 5. Research, design, develop, implement and maintain program procedures that impact the management of the QA and program integrity reforms functions, requirements, policies, as well as county monitoring, etc..
- 10%** Plan, organize and develop appropriate procedures for Branch related HSS program element, initiatives as required in statute, program policy, regulations and management.

- 15%** Respond effectively to the dynamics of adult services program changes, including court decisions, statutory changes, policy direction, and funding constraints and its impacts to CMIPS and the QA functions.
- 10%** Manage FSQAB Administrative activities such as overseeing the Division budget regarding spending for supplies, equipment, all Cal-Card purchases; overseeing the change management process for modifications to the Legacy CMIPS and CMIPS II and; overseeing the preparation and revisions to manuals, procedures and review tools utilized for the QA function.
- 10%** Organize and provide public forums to implement QA and Program Integrity reform measures for improving program quality, consistency and efficiency.
- 10%** Liaison with County Welfare Directors Association, key stakeholders and coordinate with state, county, and local agencies in the delivery of IHSS.
- 5%** Report on the development CMIPs system operation and overall QA goals and report on progress in achieving those goals.

SUPERVISION RECEIVED

The Chief, of the FSQAB, receives direction from the APD Deputy Director and is subject to statutory, regulatory and policy mandates.

ACTIONS AND CONSEQUENCES

The payment systems and procedures administered by the FSQAB serve over 460,000 frail, elderly and disabled adults annually at a cost of over \$ 5.4 billion. Additionally, the CMIPS contractor under APD oversight processes approximately 750,000 provider payroll warrants worth approximately \$375 million each month. The consequences of error can be costly in both financial and human terms.

PERSONAL CONTACTS

The Branch Chief has contact with federal, state and county officials.

ADMINISTRATIVE RESPONSIBILITY

Directs the operations of the Fiscal, Administration and Systems Bureau and QA Bureau.

SUPERVISION EXERCISED

Supervise two Staff Services Manager II's, six Staff Services Manager I's, approximately 36 Associate Governmental Program Analysts/Staff Services Analyst, and two Office Technicians.